



WASHOE COUNTY

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CM/ACM	<u>KS</u>
Finance	<u>DN</u>
DA	<u>✓</u>
Comptroller	<u>CH</u>
Risk Mgt.	<u>N/A</u>
HR	<u>N/A</u>

STAFF REPORT BOARD MEETING DATE: May 24, 2016

DATE: April 25, 2016

TO: Board of County Commissioners

FROM: Bob Webb, AICP, Planning Manager, Planning and Development, Community Services Department, 328-3623, bwebb@washoecounty.us

THROUGH: William H. Whitney, Division Director, Planning and Development Community Services Department, 328-3617, bwhitney@washoecounty.us

SUBJECT: Possible action to approve, on the recommendation of the Chair, the appointment of Francine Donshick to the Washoe County Planning Commission representing Commission District 3 as an At-Large member to fill a term beginning on July 1, 2016, and ending on June 30, 2020, or until such time as a successor is appointed.
(Commission District 3.)

SUMMARY

Roger Edward's term on the Planning Commission will expire on June 30, 2016. Having received no applications from residents of District 3, County Commissioner Kitty Jung has recommended Francine Donshick, who resides in Commission District 5, to the Washoe County Board of Commissioners (Board) to be considered for appointment to the Planning Commission as an At-Large member. If appointed, the term will begin on July 1, 2016, and end on June 30, 2020, or until such time as a successor is appointed.

Washoe County Strategic Objective supported by this item: Stewardship of Our Community.

PREVIOUS ACTION

On June 12, 2012, the Board reappointed Roger Edwards to a full term on the Planning Commission. The term began on July 1, 2012 and will end on June 30, 2016.

On July 1, 2008, the Board appointed Roger Edwards to a full term on the Planning Commission. The term began on July 1, 2008 and ended on June 30, 2012.

BACKGROUND

Nevada State Law requires Washoe County to create a Planning Commission to adopt the County's Master Plan and to provide other land use duties as established in County codes. The Board established the Planning Commission to hear and decide on applications for abandonments, certain special use permits, and tentative subdivisions; and, to hear and make recommendations to the Board concerning amendments to the County's Master Plan and the Development Code (Washoe County Code Chapter 110),

AGENDA ITEM # 5K4

adopted Regulatory Zoning maps, and Development Agreements. Terms of appointment are four years and the appointees must be residents of the unincorporated area of Washoe County and registered voters at the time of their appointment and throughout their term of office. The Board appoints seven members to the Planning Commission as follows:

- Five members representing each of the County Commission Districts;
- One at-large member from north of the Truckee River; and,
- One at-large member from south of the Truckee River.

Roger Edwards was originally appointed to the Planning Commission in 2008 as a member representing Commission District 3. At his time of consideration for re-appointment, Commission District boundaries had been adjusted and Mr. Edwards no longer resided in Commission District 3 but lived within Commission District 5. WCC Section 110.912.05(c)(4) enables the Board to appoint a member as At-Large when no qualified applicants are available from a County Commission District at the time of appointment. Subsequently, the Board reappointed Mr. Edwards to the Planning Commission as an At-Large member representing Commission District 3.

Planning and Development staff actively recruited for Mr. Edward's upcoming member position through newspaper advertisements, by e-mail to citizens signed up for "citizen involvement" group and the "District 3" group, and by posting on the County's website. Staff received no applications from residents of County Commission District 3, but did receive an application from Francine Donshick, who lives in the Golden Valley area (the same area as Mr. Edwards). Ms. Donshick currently serves as the Chair of the North Valleys CAB. As noted earlier, County Code enables the Board to appoint a member as At-Large when no qualified applicants are available from within a County Commission District.

Based on direction previously provided by the Board, the Commissioner whose District is represented by the Planning Commission vacancy (Commission District 3 in this case) recommends the appointment. Commissioner Jung recommends the Board appoint Ms. Donshick as an At-Large member representing Commission District 3. Ms. Donshick's application is included as Exhibit A to this staff report.

WCC Section 110.912.05(c)(1) requires that the Chairman of the Board appoint members of the Planning Commission, subject to the approval of the Board.

FISCAL IMPACT

As authorized by NRS 278.040(3) and Washoe County Code Section 110.912.05(e), the Planning Commission members receive an \$80 per meeting stipend. The Planning Commission is required by Nevada Revised Statute to meet monthly, which equates to an annual per member stipend of \$960. Funds to compensate all Planning Commission members for scheduled meetings are included as part of the FY 2016-2017 budget request of the Planning and Development Division, Community Services Department (account 105400-710110).

RECOMMENDATION

It is recommended that the Board of County Commissioners approve, on the recommendation of the Chair, the appointment of Francine Donshick to the Washoe County Planning Commission representing Commission District 3 as an At-Large member to fill a term beginning on July 1, 2016, and ending on June 30, 2020, or until such time as a successor is appointed.

MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve, on the recommendation of the Chair, the appointment of Francine Donshick to the Washoe County Planning Commission representing Commission District 3 as an At-Large member to fill a term beginning on July 1, 2016, and ending on June 30, 2020, or until such time as a successor is appointed."

Exhibit A Washoe County Community Service Application

cc: Francine Donshick (e-mail)



Washoe County Community Services Department Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position.

Is there a specific Board or Commission vacancy you are applying for? If yes, which one?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Planning Commission	

Name: Francine Donshick

Residential Home Address

Address: 9355 Wigwam Way		
City: Reno	State: NV	Zip: 89506
Assessor's Parcel Number if known: 55204041		
Home Phone: 775-972-1636	Cell Phone: 775-233-1125	
E-mail: f.donshick@att.net		

Mailing Address (if different from residential home address)

Address:		
City:	State:	Zip:

Occupation and Business Address

Job Title: Retired - High Tech Inventory Control and Safety Manager		
Business Name:		
Address (Street and/or P.O. Box):		
City:	State:	Zip:
Assessor's Parcel Number if known:		
Business Phone:		
E-mail:		

Registered Voter

Are you registered to vote in Washoe County?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership.	

How long have you lived in your area? (Years/Months) 11 yrs. 6 mo.	
How long have you lived in Washoe County? (Years/Months) 11 yrs. 6 mo.	
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please list conviction dates and nature:	

Please print or type, and complete the form entirely.

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Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

Having been a member of a Washoe County Citizen Advisory Board for almost 10 years, I have learned how important it is to provide the public with clear and concise development information. The better informed the public is on developments, the less issues and misunderstandings occur. I hope to be able to join the Planning Commission and take my participation to a new level of assistance to the community by application of both state regulations and county codes as they pertain to development.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

Bachelor of Science – Biology CSUEB
NVCAB – Chair

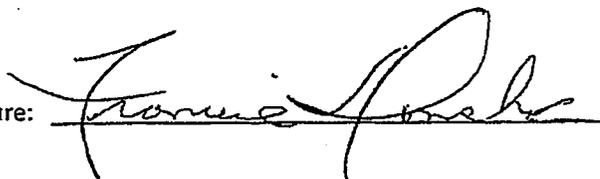
List your community and/or civic involvement history.

Currently Chair NVCAB
Currently President Golden Valley Property Owners Association
Currently Director Reno Rodeo Association
Currently Team Lead Washoe County Community Emergency Response Team
Currently member North Valleys Multimodal Transportation Study Taskforce
Member of Emergency Medical Taskforce Committee
Member of Nuisance Ordinance and Administrative Enforcement Committee
Member of the Citizen Involvement Revitalization Project
Member of Selection Committee TMFPD Fire Chief
Member of the CWPP (Community Wildfire Protection Plan) Focus Group

Please list the name and phone number of any personal references that we may contact.
Sarah Chvilicek 775-336-0236 Roger Edwards 775-742-4840

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent Rules, Policies and Procedures. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature:  Date: 4/14/16

PLEASE RETURN THE APPLICATION TO:	
Washoe County Community Services Department, Planning and Development Division P.O. Box 11130, Reno, NV 89520-0027 Phone: (775) 328-3600; FAX: (775) 328-6133; Email: kemerson@washoecounty.us	
Date Received: _____	Commission District: _____
Appointed to: _____	Date of Appointment: _____

Thank you for your interest in Washoe County Government!

This document is part of the public record and is available for public review.
